

NASA LANGLEY ARCHIVES ROOM RESEARCHER REQUEST FORM

RESEARCHER INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

Affiliation: ☐ Professional Organization ☐ Educational Institution ☐ Self
 ☐ NASA contract to produce publication

Name and City/State of Institution or Organization (include NASA contract number if applicable):

RESEARCH INFORMATION

Purpose of research: _____

Will your research be made available to the public? Y N

Will you seek publication of your research? Y N

If Yes, please provide publication name: _____

Type of publication: ☐ Academic Journal ☐ Professional Journal ☐ Magazine
 ☐ Book ☐ Other

REQUEST INFORMATION

SPECIFIC RECORD(S) REQUESTED:

Collection(s): _____

Location(s): _____

What type of information are you seeking? (Please be as specific as possible)

PLEASE NOTE THE FOLLOWING:

- Archives Room records are available for viewing from 9:00 a.m. until 4:00 p.m., Monday through Friday, excluding federal holidays. Requests should be made at least a week in advance of the anticipated visit to ensure staff are available.
- The Archives Room is located INSIDE the security perimeter of NASA Langley Research Center. You MUST have access privileges for this facility in order to conduct research. If you require a visitor badge, you must make your request at least one week prior to your visit. Approval of visitor badge requests is at the discretion of the NASA Langley Research Center Badge and Pass Office.
- Researchers will present a piece of personal identification (valid driver's license, NASA badge, or student ID) that will be kept while non-circulating materials are being used.
- All research of Archives Room records must be carried out under the supervision of the Archives Room staff. Materials must be used in the location specified by the Archives Room staff.
- NASA Langley has the right to refuse or restrict access to all or some of the materials when required to do so by law, regulation or depositor agreement.
- Researchers will respect the fragile nature of the materials and handle them with care. Archives Room staff will instruct patrons on proper handling techniques. No ink or indelible pencils may be used for note taking. Records that are made available to researchers will not be marked or interfered with in any way. Materials will be returned in their original order and condition to the Archives Room staff.
- Photocopier use is restricted to NASA employees and contractors. At the discretion of Archives Room staff, researchers will be permitted to use their own equipment to photograph and/or digitize materials. Only flatbed-type scanners without printing capabilities are allowed.
- Researchers must obtain NASA Langley's prior permission before they publish, quote from, or reproduce unpublished materials from the collection. If publication of material from the archives is approved, the source must be acknowledged. Researchers assume all responsibility for obtaining authorization for release of personal information as required.
- All references to materials in the Archives Room collections must carry an approved form of citation properly identifying the materials and acknowledging NASA Langley Research Center.
- This form will be used for internal statistical and security purposes only.
- Patrons who do not follow the Archives Room policies or procedures or who damage materials may be denied future access to the Archives Room's materials and services.

I have read the above rules, understand them and agree to comply in all respects with them.

APPLICANT'S SIGNATURE	DATE
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NASA REVIEWER SIGNATURE	DATE
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